

POLICIES

Issued: May 4, 2017

Responsible Provost and Vice President for Academic

Official: Affairs

Responsible Office: Academic Affairs

Policy Statement

It is the policy of Austin Peay State University to provide official university bulletins adhering to commonly accepted standards in higher education.

Purpose

The following policy is hereby adopted to establish certain minimum standards concerning the publication and contents of APSU bulletins.

Procedures

Introduction

- A. Bulletins primarily serve as the publications which provide a comprehensive description of the educational services of the university.

General Provisions

- A. Limitations and Reservations on Scope
1. Each bulletin should clearly reflect the academic terms to which it is applicable and no bulletin should cover a period in excess of two (2) academic years, including summer sessions.
 2. Each bulletin should clearly express the effective period during which the degree requirements set forth in the catalog shall remain in effect, subject to changes as provided herein, which period shall not exceed seven (7) years from the beginning of the first academic term covered by the catalog in question.
 3. Each bulletin shall contain a statement providing that the course offerings and requirements of the institution are continually under examination and revision. The bulletin is not intended to state contractual terms and does not

constitute a contract between the student and the institution.

Minimum Standards of Content

- A. Calendar
 - 1. Each bulletin should contain the calendar for each academic term to which it is applicable, which calendar should include, but is not limited to: the period of registration, the beginning of classes, the last dates to add and drop courses, holidays and the last date to withdraw from the institution, dates for applications for degrees, the period of final examinations and the commencement date.
 - 2. The calendar should contain a statement that the calendar is subject to change at any time prior or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

- B. Listing of Administrators, Faculty and Staff
 - 1. The bulletin should contain an appropriate listing of the chief administrators, the faculty and appropriate members of the professional staff of the institution.
 - 2. The listing of faculty should reflect the department, academic rank and the appropriate degree or degrees by year of each faculty member.

- C. Listing of Degree Programs
 - 1. Each bulletin should contain a concise listing of all degree programs and majors offered by the institution which have been approved by the Board and by the Tennessee Higher Education Commission in the case of programs and majors developed after its creation.
 - 2. No program or major for which approval is pending shall be printed in the bulletin.

- D. Admission and Transfer Credit
 - 1. The bulletin should contain the general admissions policy for the university and any special admissions policies for specific programs of the institution.
 - 2. The policy of the institution on the acceptance of transfer credit should be clearly state in the bulletin.

- E. Academic Retention and Readmission
 - 1. Each bulletin shall contain the academic retention standards of the institution and the policy on readmission of students who have been dismissed or suspended.

F. Academic Regulations

1. The bulletin should contain the general academic regulations of the institution, including policies concerning class attendance, classifications of students, full-time and maximum course loads, withdrawals, and alternative methods of obtaining credit.

G. Curriculum

1. Course descriptions may be published in the bulletin or in any other format appropriate for distribution to students and other interested persons.
2. All course descriptions should clearly and accurately describe the contents of courses, and should not contain any representations of the result to be expected from enrollment in the courses.
3. The bulletin and other published materials concerning all institutional offerings on and off campus should accurately and honestly reflect the academic resources of the institution.

H. Degree Requirements

1. The degree requirements of the institution for all programs should be included in the bulletin.
2. For each degree program in the bulletin should reflect an orderly and identifiable sequence of courses with an adequate number of hours required in courses above the elementary level, with an appropriate system of prerequisites.
3. The bulletin should define a major or field of concentration, with a stated minimum and maximum of hours required.
4. There should be limitations on the number of hours allowed in specialized areas and provision should be made for electives.

I. Financial Aid

1. The bulletin should contain information concerning financial aid policies and programs offered by or through the institution and the financial aid policies of the institution should be clearly expressed and openly published, and should contain both general and specific requirements.
2. The bulletin need not contain the information concerning financial aid programs required by federal laws and

regulations, provided such information is available upon request by any student.

J. Privacy

1. The bulletin shall contain the policies and procedures of the institution developed to implement the Family Educational Rights and Privacy Act of 1974 and the regulations promulgated thereunder.

K. Nondiscrimination

1. The bulletin shall contain appropriate statements concerning the policies of the institution against discrimination on the basis of race, sex, age, color, national origin and handicap consistent with federal laws and regulations.

Revision Dates

APSU Policy 2:035 – Issued: May 4, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file